



COMSATS Institute of Information Technology

Mailsi Road Off Multan Road Vehari

Ph: 067-3362774, 67-3028398

Date: _____

Subject: Approval for Work & Payment (Petty Expenses)

It is submitted that the work/purchase of mentioned items has been completed for the purpose:

Sr. #	Description with purpose	Quantity	Amount (Rs.)
Net Payable:			
In words:			

Mode of Payment: Open Cheque Cross Cheque *[Please tick the relevant option]*

Supplier/Vendor Name: **NationTax No:** _____

Approval for the work & payment of above-mentioned amount by the competent authority is solicited.

Submitted by:

Recommended by

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

.....
[For official use only]

Checked by:

Verified By:

Signature:

Signature

Designation: **Internal Auditor**

Designation: **Assistant Treasurer**

Approved by:

Signature:

Designation: **Director**

Date: